

Climate Policy and Mitigation Program Planner

Delaware Department of Natural Resources and Environmental Control

Organization

The Delaware Division of Energy and Climate is seeking a highly motivated detailed oriented individual to support programs administered through the Division's Climate and Sustainability Section. This position will support our climate policy and mitigation efforts including transportation programs such as our Clean Transportation Incentive Program, representation on the Clean Cities Program and general climate mitigation and adaptation planning functions, and other duties as assigned.

The Delaware Division of Energy and Climate is a fast-paced, innovative office, committed to delivering energy efficiency, renewable energy, sustainable building design, and environmental planning programs to the State of Delaware, as well as developing climate change policies to reduce emissions and protect Delaware's communities and critical resources from the impacts of climate change.

This position is a full time position located in the Division's offices in Dover, DE and has a robust benefit package including paid sick and vacation days, 10 state Holidays, health benefits and pension plan. This position is not, however a State of Delaware employee but rather is employed through the Kent Conservation District and assigned to the Division for the duties specified within.

The successful candidate will serve as support staff in the Division of Energy and Climate. The ideal candidate will have work experience in climate change policy, clean transportation planning and/or alternative fueled vehicle incentive programs, program/project management, climate science, and coordination of diverse stakeholders. Applicants with undergraduate and/or graduate degrees are encouraged to apply.

Job Duties

The successful candidate will work in a team setting in support of the Division's activities in climate adaptation and mitigation, promotion of electric and alternative fueled vehicles, multistate clean transportation planning and other duties as assigned. General responsibilities include:

- Research and analyze data, policies and issues on existing in-state and out-of-state programs to inform development of recommendations and state plans to reduce greenhouse gas emissions from multiple sectors including the transportation sector
- Coordinate with senior staff in the implementation of the Delaware Clean Transportation Incentive Program, designed to promote electric vehicle deployment, and utilization of alternative fueled vehicles and infrastructure.
- Draft agendas, take meeting minutes and develop presentations and reports on programs and policies for meetings including the Clean Cities Initiative in Delaware
- Evaluate viable approaches to climate mitigation and adaptation programs and policies
- Recommend courses of action for programs and policies to meet objectives through the Transportation and Climate Initiative (TCI)
- Educate diverse groups of stakeholders including special interest groups, customers, and public officials by developing outreach materials for climate change policy and clean transportation programs.

Qualifications

The successful applicant will have the following experience and attributes:

- Possession of an undergraduate and/or graduate degree in engineering, architecture, natural resources, environmental studies, environment or energy policy, land use planning, economics or related field is preferred.
- Work experience in a professional job and/or internship is preferred, but not required.
- Ability to work effectively in collaboration with diverse groups of stakeholders including but not limited to: elected officials, citizens, business interests, private industry, and others.
- Demonstrated ability to be organized, detail-oriented, independent worker, self starter, organized, and reliable.
- Excellent time management skills and the ability to work on multiple projects with varying deadlines.
- Good communication skills and desire and ability to collaborate.
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, Power Point, etc.)
- Desire to promote and encourage sustainability.

Compensation

Salary will be based on experience and qualifications and will generally be in the \$35k to \$40k per year range. The applicant will be housed in the Division of Energy and Climate located in Dover, DE.

To Apply:

To be considered for the position, please submit a resume and cover letter to Holly.layton@state.de.us. Applicants will be reviewed on a rolling basis. Personal interviews and references will be required. The State of Delaware is an equal opportunity employer.